

## **JAIL SUPERINTENDENT STUDY GUIDE**

A written examination for the class of **JAIL SUPERINTENDENT** to be administered in **BOSSIER CITY** on **AUGUST 23, 2010**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures; including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	13.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; and to resolve conflicts.	30.0%
<b>JAIL OPERATION MANAGEMENT</b>  Knowledge of the procedures for the management of a jail facility; and of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, providing for daily needs of prisoners; personnel management; managing equipment and supplies; and public relations.	57.0%

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

#### **PRIMARY REFERENCE MATERIAL**

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

**FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL**, National Sheriff's

Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.